



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

SUPERVISOR OF TECHNICAL PUBLICATIONS
OPEN/SPOT FOR SACRAMENTO COUNTY

FINAL FILING DATE	October 7, 2011
	Application forms (STD 678 Rev. 6/2010) must be postmarked or submitted in person, no later than the final filing date. Applications postmarked or personally delivered after the final filing date will not be accepted for any reason. FAXED APPLICATIONS WILL NOT BE ACCEPTED.
WHO SHOULD APPLY	This is an open spot examination for Sacramento County only. Applications will not be accepted on a promotional basis.
HOW TO APPLY	Examination Applications (Form STD 678 Rev. 6/2010) may be mailed or submitted in person. <div><div>❖ <u>MAIL:</u> Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</div><div><u>SUBMIT IN PERSON:</u> Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</div></div> DO NOT MAIL APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm , local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.jobs.ca.gov .
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	\$5067 - 6114
ELIGIBLE LIST INFORMATION	An open/spot for Sacramento County eligible list will be established for the Department of Water Resources. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
EXAMINATION DATES	The examination will consist of a Qualifications Appraisal Interview. It is anticipated the interviews will be held during November/December 2011 .
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, October 7, 2011 Experience: Four years of professional writing experience, some of which must have included responsibility for supervision of a program of writing, editorial review or publication of technical publications. At least two years shall have been in the writing for or editing of technical engineering or scientific publications as a primary assignment. and Education: Equivalent to graduation from college. (Qualifying experience may be substituted for college education on a year-for-year basis.)
POSITION DESCRIPTION	Under general direction, the Supervisor of Technical Publications, develops and directs a program for the editorial review, editing, writing, rewriting, formatting and design and publication of technical and semi-technical reports; directs a staff to assist agency personnel in the writing of technical and semi-technical reports; edits reports for clarity, conciseness, style and grammar; directs the scheduling and final editorial review of technical and semi-technical reports; develops department-wide standards for report writing and publication; evaluates effectiveness of program and makes necessary changes; arranges for publication of reports and is responsible for method of reproduction, quality, quantity, costs and delivery, establishes and maintains procedures for assuring conformance of reports with departmental policies; reviews preliminary outlines and drafts of reports for policy content and implications, and consults with departmental management regarding policy deviations and conflicts; reports and coordinates suggested modifications and changes with reports' authors. <i>Position exists with the Department of Water Resources in Sacramento County.</i>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION	This examination will consist of a Qualifications Appraisal Interview – Weighted 100.00% . In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.
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SCOPE OF EXAMINATION	<p>Qualifications Appraisal Interview – Weighted 100.00%</p> <p>In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. Knowledge of:</p> <ol style="list-style-type: none">1. Editing principles and techniques.2. Engineering or scientific terminology.3. Methods of reports reproduction.4. Report writing principles and techniques.5. Report writing, layout and reprographic software and processes.6. Principles of organization and management.7. Modern English usage, especially as applied to technical engineering or scientific writing.8. Principles of supervision.9. Water and public policy issues.10. A manager's role in the Equal Employment Opportunity program and the processes available to meet Equal Employment Opportunity goals. <p>B. Ability to:</p> <ol style="list-style-type: none">1. Write effectively.2. Analyze data.3. Direct and manage others in their work.4. Gain the confidence and respect of those contacted in work.5. Organize and lay out print, graphic and web based materials.6. Analyze situations and adopt an effective course of action.7. Coordinate and collaborate with various organizations at multiple levels to facilitate the completion of publication projects.8. Communicate effectively: verbal, written and visual.9. Plan, schedule and execute assigned projects.10. Effectively contribute to the Department's Equal Employment Opportunity objectives.
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VETERANS PREFERENCE	Veterans Preference Credit will not be granted in this examination, as it does not qualify as an entrance examination under the law.
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GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-6330 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams.cfm, local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.jobs.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Devices for Communications Impairment. TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. TDD: (916) 653-1804; California Relay Service: 1-800-735-2929 (TDD); 1-800-735-2922 (Voice)

For information regarding this examination, please contact Patrice Yang at (916) 653-6330.